



問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
 担当部署／担当者名 Office/POC BCO SASEBO/ Ms. Ikeda   0956-50-3200 (内線/ DSN 252-3200)	〒 857-0056 佐世保市平瀬町 米海軍佐世保基地民間人人事部雇用課 Hirase-cho, Sasebo City COMNAVFORJAPAN, HRO Sasebo Satellite Office MLC/IHA Employment Branch, Bldg# PW47 (受付時間 Customer Service Hours: 0800 – 1600)  0956-50-3656 (DSN: 252-3656)	<b>PD No.: NCTSFE-N23-012</b>
		PD is accurate and current. <b>Certified by Activity: my, 12/5/07</b>
		HRO: N136E

#### 外部応募者申込先 Place to Apply for Off-base Applicants

佐世保公共職業安定所 佐世保市稲荷町 2－3 0 電話：0956-34-8609  
(受付 0900-1100, 1300-1600 Web Site: <http://www.hellowork.go.jp/>)  
又はオンライン申し込み (駐留軍等労働者労務管理機構 Web Site: <http://www.lmo.go.jp/recruitment/>)  
Sasebo Public Employment Security Office “HELLO WORK”: 2-30 Inari-cho, Sasebo  
Phone: 0956-34-8609 (Service Hour: 0900-1100, 1300-1600 Web Site: <http://www.hellowork.go.jp/>)  
On-line application request is possible. (Web site: <http://www.lmo.go.jp/recruitment/>)

#### 外部応募者申込書類提出先 Place to Submit Applications for Off-base Applicants

独立行政法人 駐留軍等労働者労務管理機構 佐世保支部  
〒 857-0056 佐世保市平瀬町 3－1 (電話：0956-23-7191 FAX：0956-23-9229)  
受付時間：午前 9 時～午後 5 時；月曜日～金曜日（祭日を除く）  
Labor Management Organization, Sasebo Branch: 3-1 Hirase-cho, Sasebo (Phone: 0956-23-7191 FAX：0956-23-9229)  
Open from 0900 to 1700 hours. Monday through Friday (except Holidays)

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

\* (注) 資格を満たす LAD 以上の証明書のコピーを持たない場合でも、それと同等以上の英語の能力を持っていると応募用紙に自己申告することによって応募資格があるとみなす。Applicants are qualified as self-certifying the required English ability on the application without LAD certification. 募集締切日必着です。Eメールやファックスでの応募書類は受付できません。Applications must be received by the closing date of the Vacancy Announcement. Emailed and Faxed applications will not be accepted.

## Duties

1. Provides engineering solutions and technical evaluation for telecommunications equipment upgrades and replacements, Military Construction (MILCON) projects, Government of Japan Facility Improvement Projects (GOJ-FIP), locally generated Building Upgrade projects, OSP Cable upgrades and expansions, and Building Cable/Wire Management Systems. Initiates project from Telecommunications Service Request (TSR) or tasking from Division Manager. Performs on-site survey to determine level of service, material and equipment required to provide service, availability of inside and outside cable plant to facilitate connectivity, and Government or commercial service provider options. Prepares a consolidated list of material (CLOM) required for installation or modification of service. Develops Statements of Work utilizing ANSI/TIA/EIA Standards, National Electric Code (NEC), and DoD Technical Standards to provide sufficient, specific details to allow for efficient and exacting installation, to include detailed drawings, diagrams and sketches. Coordinate with government logistical personnel and commercial vendors to gather cost estimates for material, equipment, and government and non-government provided services. Generates Independent Government Cost Estimate (IGCE) for each project. Assists installation/modification effort by providing technical guidance and physical assistance to switching technicians and outside plant (OSP) technicians during on-site work activity. Develops and updates the OSP cable and manhole drawings using the Computer Assisted Drawing (AutoCAD.)
2. Receives, reviews and verifies Telephone Service Requests (TSR) or project-action tasking from Division Manager. Determines service requirements, scope of work, and feasibility working in coordination with requesting customer. Prepares required project management reports and requests. Develops funding requirements for submission to Division Manager. Coordinates with customer for funds transfer to NCTSFE and assists customer in arranging for payment of non-government services. Working with Division Manager, clarifies questions in regards to project progress and prepares responses to inquiries or concerns generated by DISA, SPAWAR, NCTAMSPAC, NCTSFE, US Army Corps of Engineers, local commands and local Public Works Offices concerning allied support, host base support, or requesting agency support.
3. Responds in support of BCO technicians to assist in emergency service restoration during times of outage of telecommunications systems including customer premise equipment (CPE), ISP and OSP optical fiber and copper cable, installation and disconnection of commercial-leased service. Functions as a U.S. Government Quality Assurance Evaluator on Navy contractor installation projects; participates in GOJ-FIP inspection of completed projects.
4. Provides training to telephone switching technicians, OSP installer technicians, and cable splicing technicians in state-of-the-art systems and equipment installation, modification and repair techniques. Translates test equipment manufacturer's technical manuals from English to Japanese for use by BCO technicians.
5. Coordinates, negotiates, and prepares correspondence to local and CONUS-based commercial vendors, contractors, and local communications carriers NTT, KDDI, Japan Telecom IDC, TTNNet-PoweredComm, and other service and equipment contractors and providers as required. Provides regular status reports. Participates in meeting with contracting officers, host-base Public Works Office, tenant commands, and NCTSFE/BCO officers.
6. Operates ordinary vehicle to transport materials, equipment, personnel and to move to assigned work areas of Sasebo, Hario Village Housing area, Harioshima Ordinance, Akasaki, Maebata Ordinance, Iorizaki, Sakibe, Yokose or any other location, as required.
7. Performs other related or incidental duties as assigned.